



# 2018–2019 Standard Dependent Verification Worksheet

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. In this process, we are required by federal law to compare the information from your FAFSA application with the information provided on this form and your and your parent's tax information. If there are differences, your FAFSA information may need to be corrected. You and your parent must complete and sign this worksheet, attach any required documents, and submit this form and other required documents to the Financial Aid Office. We cannot process your financial aid application until verification has been completed.

Complete this form and return it to: CC Financial Aid Office, 600 Centralia College Blvd., Centralia, WA, 98531-4099  
Phone: 360.623.8975 Fax: 360.330.7105 Email: financialaid@centralia.edu

## Student Information

_____	_____	_____	_____
Last Name	First Name	M.I.	Social Security Number
_____			_____
Street Address (include apt. no.)			Student Identification Number
_____	_____	_____	_____
City	State	Zip Code	Date of Birth
_____			_____
Email Address			Phone Number

## Family Information

List below the people in your parent(s) household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for the 2018–2019 school year. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people, if they now live with your parent(s) and your parent(s) provides more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled at least half-time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half-Time
	18	Sister	Centralia College	Yes
		Self		

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

## Verification of 2016 Student Income Information

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**TAX RETURN FILERS:** The instructions below apply to the student.

**Instructions:** Complete this section if you, the student, filed or will file a 2016 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2016 income information that was transferred in to your FAFSA using the IRS DRT, if that information was not changed.

**Check the box that applies:**

I have used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into my FAFSA application.

I have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into my FAFSA application.

I am unable or choose not to use the IRS DRT in FAFSA on the Web, and instead, will provide the school with a **2016 IRS Tax Return Transcript**.

A **2016 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

Check here if a 2016 IRS Tax Return Transcript is provided.

Check here if a 2016 IRS Tax Return Transcript will be provided later.

**Tax return transcripts are generally received within 10 business days form the IRS’s receipt of the request.**

**TAX RETURN NONFILERS:** The instructions below apply to the student. Complete this section if you the **student did not file and are not required** to file a 2016 income tax return with the IRS.

**Check the box that applies:**

I, the student, was not employed and had no income earned from work in 2016.

I, the student, was employed in 2016 and have listed the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. Copies of all 2016 IRS W-2 forms issued by my employers are listed. Every employer is listed, even if they did not issue an IRS W-2 form.

**Note:** You are required to provide copies of all the W2 form(s) you received. Contact your employer(s) for an additional copy if you did not keep a copy of your 2016 W2 form(s).

**Student nontax filer information continues on next page.**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Student nontax filer information continued from previous page:**

<b>Employer's Name</b>	<b>IRS W-2 Provided?</b>	<b>Annual Amount Earned in 2016</b>
(Example) Suzy's Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

**As a dependent student, you are excluded from the verification requirement to provide confirmation of your nonfiling status from the IRS or other relevant tax authority. This requirement remains for your parent if they did not file a 2016 tax return. See the parent nonfiler section for more information.**

**Verification of 2016 Parent Income Information**

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**PARENT TAX RETURN FILERS:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

**Instructions:** Complete this section if the parents filed or will file a 2016 income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov). In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT, if that information was not changed by the FAFSA filer.

**Check the box that applies:**

I, the parent, have used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into my child's FAFSA application.

I, the parent, have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into my child's FAFSA application.

I, the parent, am unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the financial aid office a copy of my **2016 IRS Tax Return Transcript(s)**.

A **2016 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

**Tax return transcripts are generally received within 10 business days form the IRS's receipt of the request.**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Parent(s) income information continued from previous page:**

If you are married and you and your spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each of you. For parents who have experienced a change in marital status: 1) If you have become married since filing your 2016 income tax return, then you will need to provide a 2016 IRS Tax Return Transcript for both yourself and your spouse (if taxes were filed). 2) If you have separated from your spouse or are now divorced from your spouse, then you should only provide a 2016 IRS Tax Return Transcript for yourself, along with any W2 form(s) for both yourself and your spouse.

- Check here if a 2016 IRS Tax Return Transcript(s) is provided.
- Check here if a 2016 IRS Tax Return Transcript(s) will be provided later.

Any individual who files an amended IRS income tax return for tax year 2016 must provide a copy of their 2016 IRS Tax Return Transcript (that includes the original tax return information) and a signed copy of the 2016 IRS Form 1040X – “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

Any individual who was the victim of IRS tax-related identity theft must provide a Tax Return DataBase View (TRDBV) transcript obtained from the IRS and a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

**PARENT TAX RETURN NONFILERS:** The instructions below apply to each parent included in the household. Complete this section if the **parents will not file and are not required** to file a 2016 income tax return with the IRS.

**Check the box that applies:**

Neither parent was employed, and neither had income earned from work in 2016.

One or both parents were employed in 2016 and have listed the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. Copies of all 2016 IRS W-2 forms issued by either of our employers are listed. Every employer is listed even if they did not issue an IRS W-2 form.

**Note:** Both parents in the household are required to provide copies of all of the W-2 form(s) they received if they did not file a tax return. Contact the employer(s) for an additional copy if either of you did not keep a copy of your 2016 W-2 form(s).

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
(Example) Suzy's Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

**Parent nontax filer information continues on next page.**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Parent(s) income information continued from previous page:**

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority. You are required to provide proof that you did not file taxes.

Check here if confirmation of nonfiling is provided.

Check here if confirmation of nonfiling will be provided later.

IRS nonfiling status letters can be obtained by submitting the paper request IRS Form 4506-T. This form can be obtained from the IRS website, [www.irs.gov](http://www.irs.gov) or from our financial aid forms page online. When filling the form out make sure to select "Verification of Nonfiling" and indicate the "Year or period requested" as 12/31/2016.

**Certification and Signatures**

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Each person signing below certifies that all of the information reported is complete and correct.

**Warning: if you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Why we need your Social Security number:** Disclosure of your social security number is mandatory to apply for Federal student aid, under Section 484(a)(4)(B) of the Higher Education Act of 1965, as amended. The college uses your social security number to match your records with the Free Application for Federal Student Aid, to identify you and to process payments.